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Medical Materiel



CAREER FIELD EDUCATION AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN
MEDICAL MATERIEL SPECIALTY
AFSC 4A1X1

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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training.

NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors should use both parts to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, Readiness Skills Verification Program, core task, and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a Qualification training package (QTPs which may be developed to support proficiency training). These packages are identified in AFIND8, *Numerical Index of Specialized Educational /Training Publications*; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs; and Section F provides instruction for developing a Master Training Plan and the Enlisted Training and Competency Folder.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS. Air Force Computer Systems Manual (AFCSM).

Air Force Joint Manual (AFJMAN).

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). **A comprehensive task list, which describes a particular job type or duty position. Supervisors use them to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.**

Air Force Medical Logistics Office (AFMLO).

Air Force Medical Support Agency (AFMSA).

Air Force Occupational Safety and Health (AFOSH).

Air Force Policy Document (AFPD).

Allocation Curves. **The relation of hours of training in different training settings to the degree of proficiency, which can be achieved on specified performance requirements.**

Career Field Education and Training Plan (CFETP). **A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.**

Career Training Guide (CTG). **A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.**

Continuation Training. **Additional training exceeding requirements with emphasis on present or future duty assignments.**

Core Task. **A task Air Force career field managers (AFCFM) identify as a minimum qualification requirement within an Air Force specialty or duty position.**

Course Objective List (COL). **A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Training.**

Defense Finance and Accounting System (DFAS).

Defense Logistics Agency (DLA) Regulation (DLAR).

Drug Enforcement Agency (DEA). **The Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, is the legal foundation of the government's fight against the abuse of drugs and other substances. The DEA is the governing body for all controlled substances.**

Enlisted Specialty Training (EST). **A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.**

Exportable Training. **Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.**

Hazardous Material (HAZMAT).

Interactive Courseware (ICW). **Computer-controlled training designed to allow the student to interact with the learning environment through input devices such as keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.**

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry level.

Joint Commission on Accreditation and Health Organization (JCAHO). The Joint Commission evaluates and accredits nearly 19,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations

Joint Medical Logistics Functional Development Center (JMLFDC). This organization is Tri-service in nature and is responsible for the development of the Defense Medical Logistics Support System (DMLSS)

Joint Publication (JP).

National Fire Protection Association (NFPA). The NFPA is the worldwide advisor on fire and life safety and protection.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training, settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Plan of Instruction (POI). A course control document used for course planning, organization, operation, and validation.

Proficiency Training. Additional training, either in-residence, exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Readiness Skills Verification Program (RSVP). A web based software program, which identifies all skill requirements by AFSC and used as a Air Force Medical Service management tool to ensure contingency skills are sustained.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Single Integrated Medical Logistics Manager (SIMLM). During war situations a medical logistics management center will link the wholesale logistics system (CONUS) with the deployed location theater. The Army Medical Department (AMEDD) Combat Health Logistics System will serve as the

theater's Single Integrated Medical Logistics Manager and becomes the primary source of supply for all services. The authority for the SIMLM is Joint Pub 4-02.1.

Skills Training. A formal course which awards a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Sustainment Training. Regular and recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required by their job in peacetime and wartime.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

Tri-service Medical Systems Support Center (TMSSC). Organization that focuses on implementation and training, sustainment, consulting, prototyping, and integration services for medical and non-medical information systems to enhance global DoD capability. TMSSC's multiple services and solutions include Application and System Support, Hardware Maintenance, Programming, System and Product Implementation, and Training. This office is located at Brooks AFB, TX.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of training sets to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training References (TR). Instructions, manuals, pamphlets, and other documents used as sources to provide guidance and training.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). **Mandatory courses, task qualification, and correspondence course requirements for award of the 3-, 5-, 7-, 9-skill levels.**

Utilization and Training Pattern. **A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.**

Utilization and Training Workshop (U&TW). **A forum of MAJCOM Air Force Specialty Code (AFSC) MAJCOM Functional Managers (MFM), Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.**

Wartime Tasks. **Identifies the basic skills, knowledge, and training level required to produce the greatest number of qualified personnel in the shortest amount of time. In extreme contingency situations it may not be necessary to provide structured classroom training to accomplish the mission.**

Section A - General Information

1. Purpose. This CFETP:

1.1. Provides information necessary for Air Force Career Field Managers (AFCFM), MFMs, commanders, training managers, supervisors and trainers to plan, manage, conduct, and evaluate an effective career field training program.

1.2. Identifies initial skills, upgrade, qualification, advanced, proficiency, and sustainment training.

1.3. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual career.

1.4. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.5. Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Uses. MFMs and supervisors at all levels will use the plan to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by

AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

CEM Code 4A100 AFSC 4A151, Journeyman

AFSC 4A191, Superintendent AFSC 4A131, Apprentice

AFSC 4A171, Craftsman AFSC 4A111, Helper

4.1. Specialty Summary. Performs and manages preparation and maintenance of manual and mechanized accountable medical materiel records, and requisitioning, receiving, storing, issuing, safeguarding and accounting for supplies and equipment. Processes and monitors request for contracts. Implements and directs medical materiel activities for inventory control, accounting, financial planning, and management of supplies and equipment. Performs and monitors computer operations. Related DoD Occupational Subgroup: 134100.

4.2. Duties and Responsibilities.

4.2.1. Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters.

4.2.2. Performs, Organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors request for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities.

4.2.3. Inspects, reviews and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures and directives. Analyzes reports and records and takes necessary corrective action. Ensures efficient support is provided for all customers. Visits supported activities.

4.2.4. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to supported activities.

4.2.5. Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment assets inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipment support.

4.2.6. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.

5. Skill/Career Progression (Table 8.2). An important role in the Air Force's ability to accomplish its mission is the adequate training and timely progression from the apprentice to the superintendent skill level. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at the appropriate points in their career. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the medical materiel career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The training strategy and plan outlined in this CFETP was formed during the 4A1X1 Utilization and Training Workshop at Sheppard AFB Texas, 16-20 April 2001.

5.1. Apprentice (3) Level. This consists of tasks and knowledge training provided in the 3 level resident course. All students in this specialty will complete the Medical Materiel Apprentice course in-residence at Sheppard AFB and upon successful completion of the course, students will be awarded the 3-skill level. The primary focus of the course is to provide the trainee a basic foundation medical materiel practices and medical readiness. After completion of this course and upon arrival at first duty assignment, the apprentice will enter upgrade training using the career development course (CDC) and task qualification training to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised. Apprentices should devote their full time to learning and consequently performing duty in the specialty.

5.2. Journeyman (5) Level. The individual must successfully complete the 5-level Medical Materiel CDC before being upgraded to the 5-skill level. The CDC is a self-study correspondence course designed to provide airmen with the fundamental knowledge of the AFS Five-skill level upgrade training will include core tasks identified in the STS. All training on core tasks must be completed and certified prior to award of the skill level. The 5-skill level will be awarded upon completion of the CDC, certification of all STS 5-level core tasks, recommendation of the supervisor, and approval of the unit commander. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) after 48 months in the Air Force or sooner, if selected for promotion to staff sergeant. After ALS, journeymen can perform duties as trainers and supervisors and be considered for appointment as unit trainers. To enhance their skills, they are encouraged to continue their education toward a Community College of the Air Force (CCAF) degree.

5.3. Craftsman (7) Level. A craftsman must successfully complete the 7-level Medical Materiel Craftsman CDC before upgrade to the 7-skill level. Seven-skill level upgrade training will include core tasks identified in the STS. All training on core tasks and, if provided, 7-level CDCs will be completed prior to the individual being awarded the 7-skill level. The 7-skill level will be awarded upon completion of the 7-level CDCs, upgrade training time requirements, recommendation of the supervisor, and approval of the unit commander. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as NCOIC, assistant NCOIC, supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (AD only). Continued academic education through CCAF and higher degree programs is encouraged.

5.4. Superintendent (9) Level. Before attaining the 9-skill level, individuals must be selected for SMSgt and attend the Senior NCO Academy (active duty only). A superintendent can expect to fill positions such as flight chief, superintendent, functional manager, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is appropriate.

5.5. Chief Enlisted Manager (CEM) 4A100. CEM code is awarded upon promotion to CMSgt. CEMs routinely perform duties as the functional manager for the career field, at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills, and management should continue. Completion of higher degree programs is appropriate.

6 Proficiency Training.

6.1. Continuation Training. Any additional knowledge and skill requirements that were not taught through initial skills, supplemental, or upgrade training were assigned to continuation training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs and units must develop a continuation-training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training wherever possible, by providing innovative training tools (computer-based instruction, symposia, teleconferencing, etc.).

6.2. Sustainment Training Requirements. Sustainment training starts after the award of the 5-skill level. Training is conducted, through a plan of instruction or interactive courseware on specific tasks listed in the STS. MAJCOMs and units must develop the appropriate means for personnel to obtain this training. AETC will assist by providing training tools whenever possible. Training will be based, at a minimum, on the 5-skill proficiency level.

7. Community College of the Air Force (CCAF). The Community College of the Air Force offers a degree program specifically designed for the medical materiel specialty. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain Associates in Applied Sciences Degree. The 3-level technical training school awards credit hours toward the A.A.S. Degree in Logistics and personnel obtain four semester hours when the 5-, 7-, and 9-skill level is awarded. In addition to its associates degree program, CCAF offers the following:

7.1. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.2. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. See the CCAF catalog for a breakdown of Technical Core and Elective courses.

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

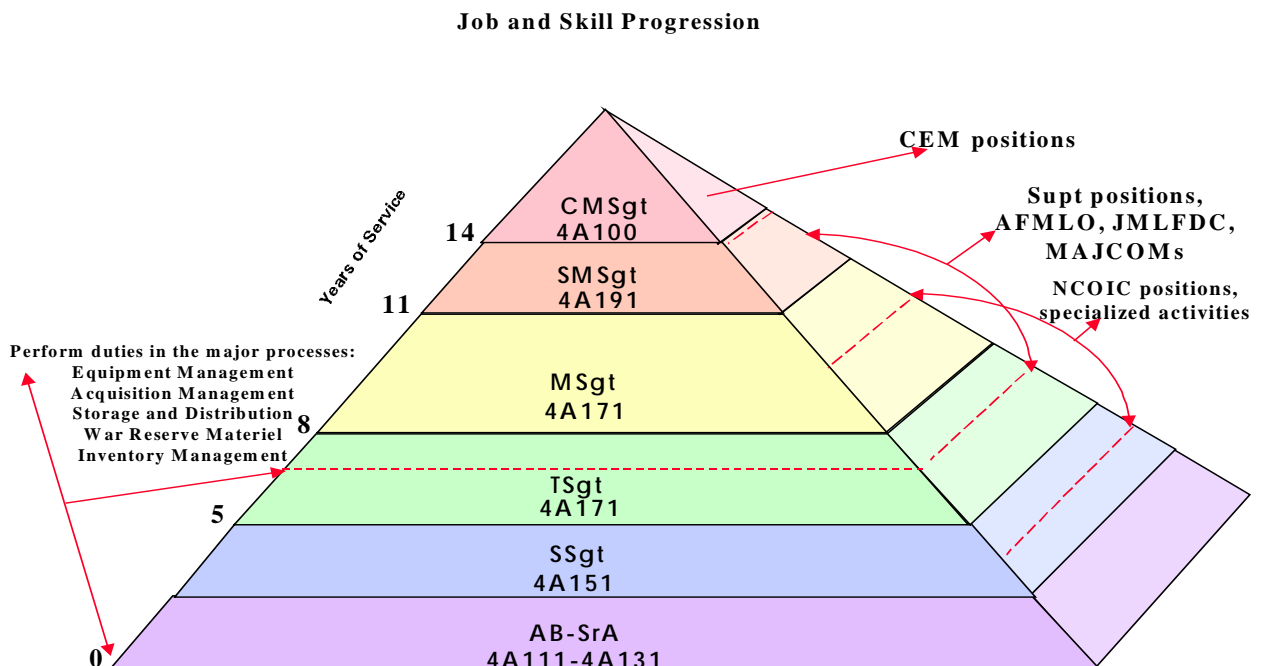
7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the

definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The medical materiel specialty has been significantly streamlined over the last year but it still remains diverse. The following career pyramid attempts to reflect the career education, training, and utilization pattern. The training and functions are aligned with rank and experience levels normally expected of someone in that period of their career. For instance, special duty assignments are normally not part of an individual's career until they reach the grade of SSgt. We realize there will be exceptions, but you should use this as a guide to help determine training expectations and career planning. We strongly recommend functional managers, superintendents, and supervisors rotate 3- and 5-skill level personnel through all major career tracks (displayed on the pyramid) to better prepare them for supervisory and management responsibilities of the 7- and 9-skill levels.



8.1. Manpower Table. This section not used; contact MAJCOM functional manager for more information.

8.2. Enlisted Career Path.

Table A8.2. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training - Complete CDC - Completion of all core tasks - Supervisor’s recommendation				10 Years
Airman Leadership School (ALS)	SrA	3 years	28 months	
- Must be a SrA with 48 months time in service or be a SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (AD only)	<u>Trainer</u> - ALS graduate. - Possess the same AFSC and be certified to train others. - Must complete formal OJT Trainer Training and appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 12 months OJT. (12 months for cross-trainees in the rank of SSgt or higher) - Complete CDC - Completion of all core tasks - Supervisor’s recommendation	SSgt	7.5 years (4.5 years AFRES)	3 years	20 Years (33 years AFRES)
	<u>Certifier</u> - Possess at least a 7-skill level in the same AFSC, if possible but not required. - Attend formal OJT Certifier Course and appointed by Commander. - Be a person other than the trainer.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. (AD only) - Must be a SSgt or TSgt (AFRES) - Resident graduation is a prerequisite for MSgt sew-on (AD only)	TSgt	12.5 years (8.2 years AFRES)	5 years	20 Years (33 years AFRES)
	MSgt	16 years (13.1 years AFRES)	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt or SMSgt - Resident graduation is a prerequisite for CMSgt sew-on (AD only) - Resident/correspondence is a prerequisite for SMSgt sew-on (AFRES only)	SMSgt	19.2 years (18 years AFRES)	11 years	26 Years (33 years AFRES)
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt - Must be a resident graduate of SNCOA (AD only) - Must complete SNCOA (AFRES only)	CMSgt	21.5 years (21.4 years AFRES)	14 years	30 Years (33 years AFRES)

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

9.1. Apprentice Level Training.

9.1.1. Specialty Qualifications: For entry into this specialty, qualification to operate government vehicles according to AFMAN 24-301, *Vehicle Operations*, is mandatory.

9.1.1.1. Knowledge. Knowledge is mandatory of: Air Force property and financial accounting base on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts.

9.1.1.2. Education. For entry into this specialty, completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration is desirable.

9.1.1.3. Training. Completion of the Medical Materiel Apprentice course is mandatory.

9.1.1.4. Experience. No other experience is required for the 3-skill level.

9.1.1.5. Training Sources and Resources. Apprentice level training is available at the 384th Training Squadron, Sheppard AFB TX; course J3ABR4A131-000.

9.1.1.6. Implementation. Member is awarded the 3-skill level upon successful completion of course J3ABR4A131-000.

9.2. Journeyman Level Training.

9.2.1. Specialty Qualifications:

9.2.1.1. Knowledge. Knowledge is mandatory of: Air Force property accounting based on automated data processing system, supply regulations, medical materiel procedures, general characteristics of medical materiel sections, and organization of medical units. Knowledge is desirable of business accounting, typing, operating automated data processing equipment, , computer terminals, materiel distribution and management, and data automation.

9.2.1.2. Education. Completion of the basic medical materiel course is mandatory for the award of the semiskilled AFSC. Completion of a computer directed training system course for computer operator is desirable.

9.2.1.3. Training. Individuals must complete the 4A151 career development course (CDC) and be signed off on all STS core tasks before being upgraded to the 5-skill level in this specialty.

9.2.1.4. Experience. Qualification in and possession of the 3-skill level in the 4A1 specialty is mandatory.

9.2.1.5. Training Sources and Resources. The CDC for this course is developed by the 882 TRG, Sheppard AFB TX, and is available through your training manager.

9.2.1.6. Implementation. The member's commander awards the 5-skill level upon successful completion of 5-skill level CDCs, completion of all STS core tasks, and satisfactory performance during on-the-job training.

9.3. Craftsman Level Training.

9.3.1. Specialty Qualifications:

9.3.1.1. Knowledge. Knowledge is mandatory of: Air Force property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts. Knowledge is desirable of business accounting and data automation procedures.

9.3.1.2. Education. A CCAF associate's degree in Logistics is desirable.

9.3.1.3. Training. Individuals must complete all applicable professional military education, the 4A171 CDCs, if available, and be competent in all core tasks identified in the in the CFETP and other duty position tasks identified by the supervisor. Individuals in retraining status (TSC 'G') are subject to the same requirements IAW AFI 36-2201.

9.3.1.4. Experience. Qualification in and possession of the 5-skill level in the specialty is mandatory. Must have minimum rank of SSgt and completed 12 months OJT.

9.3.1.5. Training Sources and Resources. The CDC for this course is developed by the 882 TRG, Sheppard AFB TX, and is available through your training manager.

9.3.1.6. Implementation. The member's commander awards the 7-skill level upon successful completion of 7-level skill CDCs, completion of all STS core tasks, and satisfactory performance during on-the-job training.

9.4. Superintendent Level Training.

9.4.1 Specialty Qualifications:

9.4.1.1. Knowledge. Knowledge is mandatory in medical materiel theory and techniques, property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts. Knowledge is desirable of business accounting and data automation procedures and management and supervision of personnel.

9.4.1.2. Education. Completion of the Senior NCO Academy is mandatory. Completion of an Associates degree in a related discipline is desirable.

9.4.1.3. Training. Completion of duty position training requirements is mandatory for award of the 9-skill level.

9.4.1.4. Experience. Qualification in and possession of the 7-skill level in the specialty is mandatory.

9.4.1.5. Training Sources/Resources. Certified trainers using appropriate local and other training materials provide qualification training. Use of exportable and contract training is encouraged when available.

9.4.1.6. Implementation. Entry into training begins when an individual is a 7-skill level and is a SMSgt or SMSgt selectee. Commanders award individuals the 9-skill level upon completion of all training and experience requirements and after promotion to SMSgt.

Section D - Resource Constraints.

9.5. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed.

9.5.1. Apprentice (3-Skill Level) Training.

9.5.1.1. Constraints. None.

9.5.2. Journeyman (5-Skill Level) Training.

9.5.2.1. Constraints. None.

9.5.3. Craftsman (7-Skill Level) Training.

9.5.3.1. Constraints. None

9.5.4. Reporting Qualification Training Constraints - Units/MAJCOMS.

9.5.4.1. Supervisors should report known resource constraints, which prevent personnel from completing the mandatory training requirements specified in this plan, to their unit enlisted specialty training (EST) manager. The authority for requesting waivers is AFI 36-2101, Military Personnel Classification Policy.

9.5.4.2. In the report, provide a brief description of the resource constraints which adversely affect your training program and include the impact this constraint has or will have on training. Identify the specific STS task code(s) affected. Also, provide a brief description of what you need to resolve the problem, including expenses, the corrective actions taken or to be taken, and the estimated completion date.

9.5.4.3. If the constraint can be resolved at the local level the report will be coordinated with the unit 4A1X1 functional manager and, if the impact affects unit warskill and RSVP requirements, the group commander. If the constraint needs MAJCOM support, forward the report through your group commander to the MAJCOM 4A1X1 Functional Manager. Constraints that cannot be resolved at the unit or MAJCOM level, or have a long term estimated completion date, must be forwarded to the 4A1X1 AFCFM as a request for waiver or deferment of CFETP requirements.

Section E. Transitional Training Guide. This section not used.

Part II

Section A - Specialty Training Standard

1. Implementation. Implementation of this STS technical training provided by the Air Education and Training Command is with the class entering 020402 and graduating 020506 for course J3ABR4A131-000.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 (RSVP) identifies the readiness skills necessary to perform immediate services in a deployed/wartime situation. Column 4B (2) and 4C (2) Core task requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Contains the proficiency code key (columns 4A, 4B and 4C) used to indicate the level of training and knowledge provided by resident training and the career development course. The * in column 4B (2) and 4C (2) indicates that training is required in the specific task to satisfy requirement for

award of 5 and 7-skill level. Training for some of these tasks are taught in the 5 and 7 level CDCs; other training is achieved through on-the-job training.

2.4. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *On-The-Job Training Record*, and used according to AFI 36-2201, *Developing, Managing, and Conducting Training*. When used as a JQS, the following requirements apply:

2.4.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in the CFETP Part II: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.4.2. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward only the previous completion dates. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.4.3. Documenting Career Knowledge. When a CDC is not available the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the core requirements as outlined in the CFETP Part II and any mandatory items in AFMAN 36-2108, *Enlisted Classification*. For two-time CDC course exam failures supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Supervisors must document Career Knowledge prior to submitting a CDC waiver.

2.4.4. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, *On-The-Job Training Record Continuation Sheet*, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.4.5. Training Standard. Trainees are trained, evaluated, and certified to the go/no go level. Go means the individual can perform the task without assistance and meet requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A151 qualifications.

2.4.5.1. Trainers must be certified in the task to be trained, be recommended by the supervisor, appointed by the commander, and complete a formal trainer course.

2.4.5.2. Certifiers must be at least a SSgt, be certified in the task being evaluated, appointed by the commander, be someone other than the trainer, and complete a formal certifier course. Possession of at least a 7-skill level in the same AFSC is desired, but not required.

2.5. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System* WAPS is not applicable to the Air National Guard..

3. Recommendations. Report unsatisfactory performance of individual course graduates to 384 TRS/XXED, 939 Missile Road, Sheppard AFB TX 76311-2245. Reference specific STS paragraphs when forwarding reports.

3.1. Report inadequacies of and suggest corrections to this STS through proper channels to the same POC listed in paragraph 3.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

**PAUL K. CARLTON, JR
Lieutenant General, USAF, MC
Surgeon General**

Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
Task Knowledge Levels (Note 1)	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
Subject Knowledge Levels (Note 2)	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
Explanations Note 1: A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) Note 2: A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. * This mark is used to indicate Core Task requirement - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used in course columns to show that training required but not given due to limitations in resources.		

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
1. THE MEDICAL MATERIEL SPECIALTY TR: AFMAN 36-2108											
1.1. Duties and responsibilities							A	-		-	
1.2. Progression in career ladder							A	-		-	
2. SUPPLY DISCIPLINE AND ACCOUNTABILITY TR: AFI 23-111; AFMANs 23-110 Vol 5, 23-220, AFPD 23-4											
2.1. Principles of supply discipline							A	B		-	
2.2. Relief from property responsibility							-	B		-	
3. MEDICAL MATERIEL REFERENCES TR: AFCSM 41-230, Vol 2; AFIND2; AFI 41-209; AFMAN 23-110, Vol. 5; Air Force Medical Logistics Letter (AFMLL); Universal Data Repository (UDR); AFMLO Website											
3.1. Research policies and procedures	*						1a	-		-	-
3.2. Research catalog data							1a	-		-	-
3.3. Maintain references							-	-		-	
3.4. Coordinate with support activities											
3.4.1. AFMSA							-	A		-	
3.4.2. AFMLO							-	A		-	
3.4.3. MAJCOM							-	A		-	
3.4.4. DFAS							-	A		-	
3.4.5. HQ SSG							-	A		-	
3.4.6. TMSSC/JMLFDC							-	A		-	
3.4.7. TRICARE lead agent							-	A		-	
3.5. Evaluate manpower requirements and standards							-	-		B	
4. EQUIPMENT MANAGEMENT TR: AFCSM 41-230, Vol. 2; AFI 32-9005; AFMANs 23-110, Vol. 5, 23-220; UDR											
4.1. Responsibilities							A	B	*	B	*
4.2. Establish/maintain custodian equipment folder							-	A		A	
4.3. Prepare/validate AF Form 601 package							-	a		b	*
4.4. Process AF Form 601 package											
4.4.1. Expense							-	a		b	*
4.4.2. Other procurement (OP)							-	a		b	
4.4.3. Coordinate approval process							-	a		a	

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
4.4.4. Track/Prioritize unfunded requirements							-	A		A	
4.5. Initiate/update automated records							-	b		b	
4.6. Receive/issue equipment							-	b	*	b	*
4.7. Inventory											
4.7.1. Establish inventory guidelines							-	A		A	
4.7.2. Verify/Count assets							-	b		b	
4.7.3. Adjust inventory balances							-	a		b	
4.7.4. Certify and obtain approval							-	A		A	
4.8. Initiate Report of Survey							-	-		-	
4.9. Forecast budget requirements							-	-		A	
4.10. Process turn-ins							-	-		-	
4.11. Process transfers							-	-		-	
5. CONTRACT MANAGEMENT TR: AFMAN 23-110, Vol. 5; AFI 63-124											
5.1. Identify personal/non-personal contracts							-	-		A	
5.2. Coordinate with appropriate agencies	*						-	-		A	
5.3. Process request							-	-		A	
5.4. Rental agreements/user tests							-	-		A	
5.5. Monitor/maintain contracts							-	-		A	
6. FACILITY MANAGEMENT TR: AFI 41-201 Chapter 5; JCAHO CAM-H Manual											
6.1. Review/maintain Facility Master Plan							-	-		A	
6.2. Maintenance and repair requirements											
6.2.1. Document/control work request							-	-		-	
6.2.2. Validate Civil Engineering/contract maintenance reimbursements							-	-		-	
6.2.3. Update/maintain automated real property records							-	-		-	
6.3. Maintain Statement of Conditions							-	-		-	
7. ENVIRONMENT OF CARE TR: JCAHO Cam-H Manual; AFMAN 23-110, Vol 5; AFIs 40-201, 32-4013, and 91-301; AFOSH 91 series; NFPA 99; and 101; TO 42B5-1-2											
7.1. Safety programs and procedures											
7.1.1. Implement/evaluate safety programs							-	-		-	
7.1.2. Investigate mishaps							-	-		-	
7.2. Review and evaluate AFOSH standards for AFSC 4A1X1							A	B		-	

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
7.3. Hazardous materiel management											
7.3.1. Identify functions and responsibilities							-	A		-	
7.3.2. Review/maintain Materiel Safety Data Sheets (MSDS)							-	A		-	
7.3.3. Coordinate and process HAZMAT Pharmacy requirements							-	A		-	
7.4. Gas systems											
7.4.1. Identify gas types							A	B		-	
7.4.2. Evaluate/maintain storage conditions	*						A	B		-	
7.4.3. Perform required testing											
7.4.3.1. Cylinder							-	A		-	
7.4.3.2. Bulk							-	A		-	
8. STORAGE AND DISTRIBUTION MANAGEMENT TR: AFCSM 41-230, Vol 2; AFIs 24-201, 24-202, 31-209; AFJMANs 23-209, 24-204; AFMANs 23-110 Vol 5 and 6; AFOSH 91-8; AFDs 23-5, 24-2; DLAR 4155.37; TO 00-35A-39; DOD 4145.19-R-1											
8.1. Receiving procedures											
8.1.1. Verify shipments							a	b	*	-	
8.1.2. Identify storage requirements							A	B	*	-	
8.1.3. Annotate receipt documents							1a	b	*	-	
8.1.4. Process receipt actions							1a	b	*	-	
8.1.5. Initiate corrective action for discrepancies							A	-		-	
8.2. Issue procedures											
8.2.1. Pick stock from storage							2b	b		-	
8.2.2. Deliver issues to using activities							-	-		-	
8.2.3. Resolve issue discrepancies							A	b		b	
8.3. Packing, marking, and shipping materiel							-	-		-	
8.4. Controlled medical items											
8.4.1. Identify							A	-		-	
8.4.2. Receive							-	-		b	*
8.4.3. Issue							-	-		b	*
8.4.4. Store and safeguard	*						-	A		A	*
8.4.5DEA registration/documentation							-	A		A	
8.4.6. Inventory							-	-		b	*
8.4.7. Research discrepancies							-	-		b	*
8.4.8. Manage Precious Metals Recovery Program							-	A		B	
8.5. Principles of storage and distribution	*						-				

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
8.5.1. Store materiel in proper location							B	A	*	-	
8.5.2. Protect stock from fire, theft, and deterioration							A	A		-	
8.5.3. Ensure serviceability of items							A	b	*	-	
8.6. Turn-in Procedures											
8.6.1. Verify turn-ins							a	b		-	
8.6.2. Determine credit							-	b		-	*
8.6.3. Process turn-in action							a	b		-	
8.6.4. Determine disposition							-	b		-	
8.7. Excess procedures											
8.7.1. Establish/update records							-	b		-	
8.7.2. Process materiel disposition							-	b		-	
8.7.3. Request materiel							-	b		-	
8.8. Manage returns program							-	A		B	*
8.9. Inspect and repack medical kits							-	b		-	
8.10. Operate government vehicles							-	-		-	
8.11. Operate materiel handling equipment							-	-		-	
9. INVENTORY MANAGEMENT TR: AFCSM 41-230 Vol 2; AFMAN 23-110, Vol. 5											
9.1. Establish/revise catalog records							2b	B	*	-	
9.2. Maintain source documents											
9.2.1. Assign/cancel document numbers							A	b	*	-	
9.2.2. Perform quality control of source documents							1a	b		-	*
9.2.3. Perform corrective action							-	B		-	*
9.2.4. Maintain administrative files							-	-		-	
9.2.5. Dispose of administrative files							-	-		-	
9.3. Research transaction history							1a	b	*	b	
9.4. Inventory control											
9.4.1. Stratify inventory							-	A		B	*
9.4.2. Process gains and losses							-	b		b	*
9.4.3. Determine stock control method											
9.4.3.1. Computer controlled							A	b		b	*
9.4.3.2. Manually controlled							A	b		b	*
9.4.4. Determine Economic Order Quantity (EOQ) factors							-	A		b	
9.5. Inventory procedures											
9.5.1. Establish guidelines							-	B		-	
9.5.2. Perform counts							-	b		-	
9.5.3. Compare and research count to accountable records							-	b		-	
9.5.4. Process adjustments							-	b		-	

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
9.5.5. Certify and obtain approval							-	B		-	
9.5.6. Maintain support documents							-	B		-	
9.6. Perform on-line inquiries							2b	B	*	-	
9.7. Process Adhoc retrievals							-	a		b	*
9.8. Customer Account Management											
9.8.1. Coordinate with customer							-	-		-	
9.8.2. Maintain Shopping Guide/Customer Catalog							1a	B		-	
9.8.3. Process inventory							1a	B		-	
9.8.4. Process issues/replenishment							2b	B	*	-	
9.8.5. Manage Cost/Expense Center records							-	B		B	
9.8.6. Manage Project Funds Management Records/Project Centers							-	b		b	*
9.8.7. Train custodians							-	-		-	
9.9. Review/reconcile medical materiel financial reports							-	-		B	
9.10. Review Medical Materiel Management Report (MMMR)							-	-		B	
9.11. Quality Assurance (QA)/Risk Management Program											
9.11.1. Route/process materiel complaints/ messages							A	B	*	b	
9.11.2. Manage suspended item records							a	b		-	
9.11.3. Prepare condition tags							A	b		-	
10. ACQUISITION MANAGEMENT TR: AFCSM 41-230, Vol. 2; AFIs 25-301, (Chap 23), 64-109, 64-117; AFMAN 23-110, Vol. 5; Federal Acquisition Regulation (FAR)											
10.1. Determine funding methods											
10.1.1. Medical-Dental Division (MDD) of the Air Force Working Capital Fund (AFWCF)							-	A		B	
10.1.2. Operations and Maintenance (O&M)							-	A		B	
10.1.3. Other Procurement (OP)							-	A		B	
10.2. Requirement procedures											
10.2.1. Review requirements							1a	b	*	b	*
10.2.2. Determine priorities							-	A		-	
10.3. Purchasing procedures											
10.3.1. Process Defense Logistics Agency (DLA) requisitions							a	B		-	
10.3.2. Process Prime Vendor requisitions											

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
10.3.2.1. Maintain source of supply (SOS) catalog records							-	b	*	-	
10.3.2.2. Process Summary Receipt							A	b		-	*
10.3.3. Process Electronic Catalog (ECAT) requisitions							A	b		-	
10.3.4. Local Purchase procedures											
10.3.4.1. Utilize Government Purchasing Card (GPC)	*						A	b	*	B	*
10.3.4.1.1. Reconcile statements							-	B	*	B	*
10.3.4.1.2. Approving Official Reconciliation							-	A		B	
10.3.5. Process Veterans Administration (VA) Special Services (VASS) requisitions							-	-		-	
10.3.5.1. Process Military Interdepartmental Purchase Request (MIPR) DD Form 418							-	A		b	
10.3.6. Process Blanket Purchase Agreement (BPA) requisitions							a	b		-	
10.3.7. Process Standard Procurement System (SPS) requisitions							-	-		-	
10.4. Perform follow-up							A	b	*	B	
10.5. Review new item request							a	b		-	*
10.6. Process new item request							a	b	*	-	
10.7. Document competition							A	b		-	
11. WAR RESERVE MATERIEL (WRM) MANAGEMENT TR: AFJMANs 23-223, 24-204; AFMAN 23-110, Vol. 5; AFCSM 41-230, Vol. 2; AFIs 10-201, 10-401, 10-403, 25-101, 25-201; T.Os. 35D33-2-2, 35D33-2-3-1; DLAR 4155.37; AFMLO website											
11.1. Purpose and use of programs							A	B	*	B	*
11.2. Medical Resource Letter (MRL)/Air Force Wide UTC (Unit Type Code) Availability and Tasking Summary (AFWUS)							-	A		A	
11.3. Designed Operational Capabilities (DOC) statement/ Status of Resources and Training Systems (SORTS)							-	A		B	
11.4. Compute WRM levels and requirements							-	B		b	*

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
11.5. WRM funding, procurement and replacement							-	A		B	*
11.5.1. Centrally Managed Equipment procedures							-	A		B	
11.5.2. Deferred Procurement procedures							-	A		B	
11.5.3. Vendor Managed Inventory procedures							-	A		B	
11.6. WRM asset management											
11.6.1. Establish/update Quality Assurance (QA) and balance records							-	B		b	
11.6.2. Interpret and use WRM listings							-	B		b	*
11.6.3. Plan, conduct and finalize WRM inventory							-	A		b	
11.6.4. Use Allowance Standards (AS)							-	A		B	*
11.6.5. Perform Pilot Unit/non-Pilot Unit responsibilities							-	A		-	
11.6.6. Manage dated items											
11.6.6.1. Manage Medical Materiel Quality Control (MMQC)/Shelf Life Extension Program (SLEP)							-	A		b	
11.6.6.2. Manage Credit Returns							-	A		B	
11.7. WRM support requirements											
11.7.1. Update Logistics Module (LOGMOD)							-	-		A	
11.7.2. Determine special handling requirements											
11.7.2.1. Narcotics							-	-		A	
11.7.2.2. Refrigerated and Freezer							-	-		A	
11.7.2.3. Rolling Stock							-	-		A	
11.7.2.4. Others as required locally							-	-		A	
11.7.3. Perform cargo preparation and palletizing functions	*						-	-		-	
11.7.4. Perform marshalling functions	*						-	-		-	
11.7.5. Perform heavy equipment operations	*						-	-		-	
11.7.6. Perform hazardous cargo certification	*						-	-		-	
11.8. Host tenant agreements/MOAs/MOUs/loan process	*						-	-		A	
11.9. Assembly inshipments/outshipments	*						-	A		-	
11.10. BW/CW management and distribution	*						-	A		B	*

1. Tasks, Knowledge, And Technical References	2. RSVP	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	(1) CDC	(2) Core	(1) CDC	(2) Core
12. COMPUTER OPERATIONS TR: AFMAN 23-110, Vol 5.; AFCSM 41-230, Vol. 2											
12.1. Operate Personal computer							2b	-		-	
12.2. Server operations											
12.2.1. Perform admin functions							-	A		-	
12.2.1.1. Assign user/passwords							-	A		-	
12.2.1.2. Assign user privileges							-	A		-	
12.2.1.3. Process system releases							-	-		-	
12.2.1.4. Update UDR							-	-		-	
12.3. Verify batch process completion							-	A		-	
12.4. File transfer process											
12.4.1. Monitor transfers							-	A		-	
12.4.2. Perform manual transfer							-	A		-	
12.5. Peripheral devices											
12.5.1. Scanners							-	A		-	
12.5.2. Printers							-	A		-	
12.5.3. Personal digital assistant (Palm Pilot)							-	-		-	
13. MEDICAL READINESS (Initial Medical Readiness Training is directed by AFI 41-106, Chapter 5, and provided in the Basic Medical Readiness course conducted at 384th Training Squadron, Sheppard AFB, TX. Completed training is documented on the front side of AF Form 156 for each course graduate. Continuation medical readiness training is the responsibility of each individual's medical facility.)											
14. CONTINGENCY OPERATIONS TR: Expeditionary Medical Logistics, Air Transportable Hopspital, and Patient Movement Item Concept of Operations; JP 4-02.1											
14.1. Expeditionary Medical Logistics (EML), (TR: EML CONOPS)	*						-	-		-	
14.2. Patient Movement Items (PMI)	*						-	-		-	
14.3. Single Integrated Medical Logistics Manager (SIMLM)	*						-	-		-	
14.4. Chemically hardened assemblages concept	*						-	-		-	

Section A – Course Training Standard (CTS).

4. This CTS is a standard that identifies the training that members will receive in the Medical Materiel Supervisor Course.
5. This course provides training in the knowledge and skills needed to perform the duties in medical logistics system procedures emphasizing logistics management techniques. Scope of training includes the following: Inventory Management, War Reserve Materiel (WRM), Equipment Management, Reports and Financial Management, Personnel, Training, Hazardous Materiel, Facility Management, and Contingency Operations.

Task, Knowledge, and Proficiency Level

1. INVENTORY MANAGEMENT

- a. Inventory Control
 - (1) Computer Operations/Research 3c
 - (2) Manage Stock Controls/Capital Control c
 - (3) Stock Returns/Disposition c
- b. Corrective Actions c
- c. Contract Administration
 - (1) Service Contracts C
 - (2) Professional Service Contracts/Personal/Non-Personal C
- d. Controlled Medical Item Management Procedures
 - (1) Documentation Requirements C
 - (2) Inventory Requirements c
 - (3) Biennial Inventory C
- e. Inventory Procedures C
- f. Business Objects/Adhoc Retrievals b
- g. Quality Assurance (QA) Program C

2. WAR RESERVE MATERIEL (WRM) MANAGEMENT

- a. WRM Taskings/Programs/SORTS
 - (1) Designed Operational Capabilities Statement (DOC/UTC) C
 - (2) Status Of Resources and Training System (SORTS) C
- b. Maintaining WRM Programs c

c. WRM Funding Procedures	c
d. WRM Procurement	
(1) Replacement Materiel	C
(2) Centrally Procured Items	C
(3) Non-Medical Items	C
(4) Deferred Procurement	C
(5) Vendor Managed Inventory	C
e. Interpret WRM Products	
3. EQUIPMENT MANAGEMENT	
a. Equipment Management Responsibilities	C
b. Other Procurment Responsibilities	b
c. Receive/Issue Equipment	C
4. REPORTS AND FINANCIAL MANAGEMENT	
a. Analyze End of Month Financial Reports	2c
b. Analyze Finance Reports	B
c. Annual Budget/Operations & Maintenance (O&M) and MDD	B
5. PERSONNEL	
a. Manpower Policies	c
b. Unit Manpower Document (UMD)/ Unit Personnel Management Roster (UPMR)	c
6. TRAINING	2c
7. HAZARDOUS MATERIEL	C
8. FACILITY MANAGEMENT	B
9. CONTINGENCY OPERATIONS	B

Section B - Course Objective List

6. Measurement. Each objective is indicated with: W indicating a written test, PC indicating a progress check, or - indicating a combination of these.

7. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

8. Proficiency Level. Behavior statements are taught at the analysis, evaluation, and application levels. Pre-course requisites support or augment training provided in the craftsman course.

9. Course Objective. This section not used. To obtain a copy of the course objective list, contact: 384 TRS/XXED, 939 Missile Road, Sheppard AFB TX 76311-2260 or view at http://usafsg.satx.disa.mil/~882trss/384/frames_pages/384_frame_page.htm.

Section C - Support Material This section not used.

Section D - Training Course Index

10. Purpose. This section identifies training courses available for the specialty.

10.1. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>DURATION</u>	<u>LOCATION</u>	<u>USER</u>
J3ABR4A131-000	Medical Materiel Apprentice Course	21 Days	Sheppard AFB	AF
J3AZR4A171-000	Medical Logistics Supervisors Course	16 Days	Sheppard AFB	AF

10.2. Extension Course Institute (ECI) Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 4A151	Medical Materiel Journeyman	Correspondence	AF
CDC 4A171	Medical Materiel Craftsman	Correspondence	AF

10.3 Exportable Courses. There are no exportable courses at this time.

10.4 Information concerning all courses may be viewed on the Internet at http://sg-www.satx.disa.mil/882trss/384/frames_pages/384_frame_page.htm

Section E - MAJCOM Unique Requirements. There are currently no MAJCOM unique requirements. This area is reserved.

Section F - Documentation of Training.

11. Work Center Training Plan and the Enlisted Training and Competency Folder. The focus of this training guidance is to bring all training documentation back into one "OJT" record. Changing medical training requirements by JCAHO created a need for additional ways to document training outside the OJT record. The end result was that each training location created different means to document training; a standardized process was needed. Air Force Instruction 36-2201, (Developing, Managing, and Conducting Training), authorizes Career Field Managers to bring training documentation back into one "OJT" record, thus the creation of the Enlisted Training and Competency Folder. All Medical Materiel Management personnel, from Airman Basic to Chief Master Sergeant, will have an Enlisted Training Competency Folder (See paragraph 6.4.3 for more information.

11.1. The Folder will be kept current for the present duty position. The following information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: 1) Developing a Master Training Plan and 2) Documenting training in the Enlisted Training and Competency Folder.

11.2. Master Training Plan (MTP).

11.2.1. The Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

11.2.2. The Master Training Plan is an overview of training for the duty section and it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below

11.2.2.1. Unit/Flight Specific Orientation Checklists

11.2.2.2. Job descriptions as identified in AFMAN 36-2108

11.2.2.3. Dual Channel OJT Concept

11.2.2.4. Testing procedures for CDCs

11.2.2.5. Use of AF Form 623 and Job Qualification Standards (JQSs) (AFI 36-2201)

11.2.2.6. Performance standards

11.2.2.7. Master Career Field Education Training Plan (MCFETP)

11.2.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

11.3. Documentation of Training (The Enlisted Training and Competency Folder). The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical materiel personnel (4A1X1s). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. The unit training manager can provide assistance with training documentation.

11.4. Preparing the 4A1X1 Training and Competency Folder. To assemble a 4A1X1 training record, utilize a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label on the front cover titled "Enlisted Training and Competency Folder". In addition, include the members/trainee's full name (Last Name, First Name, Middle Initial), rank and SSAN. This label will be centered and attached to the top half of the front cover of the 6-part folder, as viewed in portrait orientation. An AFVA 205-15, Privacy Act Statement, will be centered and attached to the bottom half of the front cover. To facilitate filing, Other sections of the 6-part folder are discussed in detail in the paragraphs below.

11.4.1 Filing documents. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the 6-part folder under parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence, shown in Figure 1.

ENLISTED TRAINING AND COMPETENCY FOLDER ST. Romero, Ben E. , AMN 123-45-6789		
PART 1 - Locally required training/skill competency documentation - AF Form 55 - Safety Training - AF Form 803 - Task Evaluations - Initial Workcenter Orientation - Certificates of training	PART 3 - Mandatory Training - Qualification Training - Inservice Training - AF Form 1098 (as required)	PART 5 - AF Form 2096 - PC III documentation
PART 2 - AF Form 623 and 623b - CFETP - AF Form 797 (as required)	PART 4 - AF Form 623a - Job Description/Performance Standards Review - Orientation - Training progress	PART 6 - Continuing Education record

Figure 1. Organization of the 4A1X1 OJT record.

11.4.2. Part 1, the first two-pronged section, is located inside the front cover. Locally required training & skills competency documentation is maintained in Part 1. This may include CPR training, ergometry testing, Continued Medical Readiness Training (CMRT), quality courses, etc. In addition, AF Form 803, Report of Task Evaluations will be filed in this section, if required.

11.4.2.1. AF Form 55 - *Employee Safety and Health Record*, is also maintained in Part 1, regardless of grade or training status. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, On-The-Job Training Record.

11.4.2.2 Initial Workcenter Orientation documentation.

11.4.3. Part 2, AF Form 623 and Career Field Education and Training Plan (CFETP). Attach the front cover (containing Sections 1-4) of member's current AF Form 623, into Part 2 of the 6-part folder. Note: IAW AFI 36-2201, maintenance of AF Form 623 is mandatory for all airmen in grades Airmen Basic through Technical Sergeant. Maintenance of AF Form 623 including the CFETP is mandatory for Medical Materiel Management enlisted personnel, regardless of grade to include SNCO's in retraining status. A two part adhesive backed form, AF Form 623b, is available and will be used to document 4A1X1 training in lieu of the cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623b must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

11.4.3.1 AF Form 797, Job Qualification Standard Continuation/Command JQS. These forms will be used to document training for tasks that are not otherwise documented in the CFETP. (Figure 2)

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
TASK NUMBER	TASK, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION						
		START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	MAJCOM DIRECTED USE ONLY			COMPLETION DATE
1	Maintain records for and oversee drug return program							
2	Performs Oxygen Purification Test							
3	Exchanges Gas Cylinders On the Nitrous Oxide/Nitrogen Gas Bank							
TRAINEE NAME ST. Clair, Ben E. AF FORM 797, MAY 87(EF)								

PREVIOUS EDITION IS OBSOLETE

Figure 2. Sample AF Form 797 documentation.

11.4.4. Part 3, Mandatory, Qualification, and Inservice Training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

11.4.4.1 Mandatory Training. AF Form 1098, Special Task Certification and Recurring Training, documents this training (Figure 3). Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed annually and updated as required.

11.4.4.2. Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Packages (QTPs). This section documents ongoing completion of QTPs, if applicable (Figure 4). Sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
				EVALUATION OF TRAINING			
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			

Figure 3. Sample recurring mandatory training documentation.

11.4.4.3. Inservice Training. Inservice training is training that does not award continuing education hours. AF Form 1098s may be used to document inservice training (Figure 5).

11.4.5. Part 4, AF Form 623a, OJT Training Record Continuation Sheet/Automated product. This form may be utilized to document all progress of individual training. (Figures 6, 6.1, 6.2).

11.4.5.1. Document the members entry into upgrade training and periodic evaluations of training progress. Include CDC progress and course examination results.

11.4.5.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

11.4.5.3. An AF Form 623a defines the member's job description and performance standard. Note: An AF Form 623A overprint/automated product may be used to document both supervisor/subordinate reviews (Figure 7).

11.4.6. Part 5, AF Form 2096, Classification On-The-Job Training Action. This form will be used to document official training actions, i.e. award of skill level, training status changes and decertification. NOTE: A PC III automated document may be substituted for AF Form 2096.

11.4.7. Part 6, Continuing Education. Any continuing education directly related to the Medical Materiel Management specialty.

Medical Materiel Management Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: **5-Skill Level** **7-Skill Level**

<i>Volume 2. Medical Readiness Training</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>

Figure 4. Sample Qualification Training Progress Record .

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES	DATE COMPLETE	SIGNATURE OF CERTIFYING OFFICIAL	INITIAL OF TRAINEE	EVALUATION OF TRAINING			
				SCORE OR HOURS	TYPE	FREQUENCY	DUE DATE
				E.	F.	G.	H.
NAME OF TRAINEE (Last, First, Middle Initial)			GRADE		UNIT AND OFFICE SYMBOL		

Figure 5. Sample inservice training documentation.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
6 Jan 00 AMN St. Romero, Ben E. is assigned to the Medical Logistics Flight on this date. I have been assigned as his trainer and will orient AMN St. Romero to the Flight and Squadron using the Medical Logistics Flight and Medical Support Squadron orientation checklists located in the Master Training Plan. An initial interview was accomplished on this date. AMN St. Romero is looking forward to working in Medical Logistics. He is enthusiastic and prepared to accept all challenges. He understands that he must question his trainers if uncertain of training provided.		
Ben E. St. Romero, AMN, USAF Medical Materiel Journeyman	Ida B. Trainer, TSgt, USAF NCOIC, Inventory Management	
7 Feb 00 A mid-orientation progress check was accomplished on this date. AMN St. Romero has progressed through the flight and squadron orientation with little to no difficulty and is almost finished with the Medical Group orientation. He completed reviews of Operating Instructions for the Medical Logistics Flight and the Medical Support Squadron. He has received his CDCs and is aware that he should complete all four volumes in six months or less.		
Ben E. St. Romero, AMN, USAF Medical Materiel Journeyman	Ida B. Trainer, TSgt, USAF NCOIC, Inventory Management	
28 Mar 00 AMN St. Romero has completed all training on the orientation requirements for the Flight, Squadron, and Medical Group. A review of the checklists with AMN St. Romero indicates he is knowledgeable of all items discussed. AMN St. Romero stated that he feels comfortable with the training provided and believes he is ready to be released from orientation. I recommend AMN St. Romero be released from orientation on this date. He has completed CDC Volumes 1 and 2.		
Ben E. St. Romero, AMN, USAF Medical Materiel Journeyman	Ida B. Trainer, TSgt, USAF NCOIC, Inventory Management	
I concur with the recommendation.		
Rowland Harvey, CMSgt, USAF Superintendent, Medical Logistics Flight		
<hr/> LAST NAME FIRST NAME MIDDLE INITIAL		
<i>St. Romero, Ben E.</i>		

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Figure 6. Sample orientation documentation.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
INITIAL BRIEFING <i>(Trainee Orientation)</i>		
<p>_____ was briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principal. Trainees acquire job qualification while performing on the job under supervision. This combination of knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2201, and AFMAN 26-2108 were discussed. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serve to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager, immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable.</p> <p>Requirements for upgrade in AFSC 4A1X1 are: (1) Satisfactory completion of CDC 4A1X1 (4A1X1 CDCs should be completed in six months or less); (2) Supervisor's certification of job qualifications with adequate hands on training; (3) Completion of 7-level school and; (4) Supervisor's recommendation for upgrade. Personnel in grades E-1 through E-6 (and SNCOs in retraining status) have AF Form 623 and CFETP or JQS. The CFETP or JQS may contain 100 or more separate tasks, but it should be annotated to show only those tasks the airman is required to perform in the current duty position; mandatory requirements in AFMAN 36-2108 for upgrade, and core task requirements. The supervisor and trainee will initial appropriate areas in the JQS to certify training is complete. In the CFETP, the trainer, trainee, and certifier will initial appropriate areas when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.</p>		
_____ SUPERVISOR'S SIGNATURE	_____ TRAINEE'S SIGNATURE	_____ DATE
_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE INITIAL

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Figure 6.1. Sample initial upgrade training briefing.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET		
<i>TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)</i>		
<p>1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).</p> <p>2. Budget time (on- and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.</p> <p>3. Attain and maintain qualification in your assigned AFS.</p> <p>4. After CDC briefing trainee will do the following: (Read and initial)</p> <p style="margin-left: 40px;">_____ a. Read "Your Key to a Successful Course."</p> <p style="margin-left: 40px;">_____ b. Make all required course corrections and return entire package to your supervisor.</p> <p style="margin-left: 40px;">_____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Self-test questions will be answered in the space provided. Ensure you highlight/reference where answers are found as determined by your supervisor.</p> <p style="margin-left: 40px;">_____ d. Supervisor will check unit review exercises and self-test questions for accuracy and completeness. This will be accomplished at the completion of each Unit. You should be meeting with your trainer a minimum of once a week to review progress, score UREs, and discuss the material in the unit. You will correct any errors.</p> <p style="margin-left: 40px;">_____ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. These exercises are teaching devices and must be administered as open book exercises. All scores of less than 100 percent require review training.</p> <p style="margin-left: 40px;">_____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.</p> <p style="margin-left: 40px;">_____ g. Your supervisor issues your next volume. You will work all volumes in the same manner as above for the entire course.</p> <p style="margin-left: 40px;">_____ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC in preparation for your course examination.</p> <p>5. Review and discuss CDCs with supervisor/trainer at a minimum of once a week. Provide input on your training and ask questions. You should complete your CDCs in six months or less.</p> <p>6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN 36-2108, your supervisor will initiate upgrade action.</p>		
_____ <i>SUPERVISOR'S SIGNATURE</i>	_____ <i>TRAINEE'S SIGNATURE</i>	_____ <i>DATE</i>
_____ LAST NAME FIRST NAME MIDDLE INITIAL		

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Figure 6.2. Sample upgrade documentation.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

1 Apr 00

I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.

//Signed//

**Ben E. St. Romero, AMN, USAF
Medical Materiel Journeyman**

1 Apr 00

AMN St. Romero completed review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time AMN St Romero has no questions or concerns.

//Signed//

**Ida B. Trainer, TSgt, USAF
OJT Trainer
NCOIC Inventory Management**

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623a MAR 79 PREVIOUS EDITION WILL BE USED

Figure 7. Sample job description/performance standards review.